

DONATION BINS IN A LIBRARY AGREEMENT FORM
UM LIBRARIES PUBLIC SERVICES OFFICE

Please provide information about the donation bin that you would like to place in a library. If the request is for McKeldin Library, send the form by e-mail attachment to cmsumlin@umd.edu or deliver in person to 4119 McKeldin Library. If the request is for a branch library, deliver the request to the head of the branch library.

NAME _____

DATE: _____

ORGANIZATION _____
(Must be official campus group)

CONTACT INFO _____ (Phone & E-mail)

DATES FOR DONATION BIN _____ (Maximum of 30 days)

SUGGESTED LOCATION FOR THE DONATION BIN _____

DESCRIBE PURPOSE OF THE BIN, TYPES OF MATERIALS BEING COLLECTED, AND PLANS TO PICKUP DONATED MATERIALS:

GUIDELINES:

- Only two donations boxes may be placed in a library lobby at one time
- Sponsor must be official campus group recognized by UM Administration or SGA
- Donation boxes must be supplied by sponsor and no larger than 4' x 4' and in good condition
- Boxes must be checked daily and emptied frequently (to prevent overflowing)
- If the Libraries receive multiple requests, those most directly supporting educational efforts will have priority

TANNER WRAY
DIRECTOR OF PUBLIC SERVICES